



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Conflict of Interest  
**Procedure Number:** 03-2006-0002  
**Board Policy Reference:** IV.B.

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**Accountable Administrator:** Director Human Resources  
**Position responsible for updating:** Director Human Resources  
**Original Date:** September 1980  
**Date Approved by Cabinet:** 05-09-06  
**Authorizing Signature:** *Signed original on file*  
**Dated:** 05-10-06  
**Date Posted on Web:** 07-15-09  
**Revised:** 07-08  
**Reviewed:** 07-13

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### **Purpose/Principle/Definitions:**

College employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not solicit for financial remuneration from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be College property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way.

No administrator or supervisor will exercise supervisory authority over a person who is a member of his/her family. Persons regularly employed by the College prior to the inception of such relationship will not have employment terminated but may be transferred to another building or placed under different supervision, if necessary, to eliminate potential conflict.

More than one member of an employee's family may be hired as a regular College employee. In accordance with Oregon law, however, the College may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family.

Family, as used in this policy and as defined by law means the wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of the individual.

No College employee may serve as a member of the College's Board or budget committee.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any College facilities, equipment or materials in performing outside work.

Any member of the College staff is prohibited from accepting directly or indirectly by rebate, gifts or otherwise: money, service or any promise, or contract for future award or compensation from any person to whom any contract service or purchase order is awarded in which the College is involved or interested; or from any person or business with whom the College has or may reasonably be expected to be involved in future contracts, purchases or services.

**Legal References:**

[ORS 244.010](#)

[ORS 244.020](#)

[ORS 244.040](#)

[ORS 244.120](#)

[ORS 244.130](#)

[ORS 244.350 - 244.380](#)

[ORS 294.311 \(22\)](#)

[ORS 294.336](#)

[ORS 341.275 \(2\)](#)

[ORS 659A.309](#)

*Oregon Government Standards and Practices Laws, A Guide for Public Officials*, Oregon Government Standards and Practices Commission (Dec. 1993).